

American Correctional Association (ACA)

DANTES Test Centers' Authorization

The American Correctional Association (ACA), through its executive director, authorizes military installations with DANTES Test Centers to administer the Certified Corrections Professional (CCP) examination in specific instances. In addition, the DANTES program may pay all or a portion of the examination fees for qualified persons. In order to take the examination, applicants must complete the application and send it to ACA along with the other required supporting documentation. Only applicants approved by ACA will be allowed to take the CCP examination.

Background

Founded in 1870, ACA is the nation's oldest professional corrections association. With nearly 20,000 members in the United States and in more than 40 countries, ACA promotes broad-based public policies on crime and corrections, develops professional standards, administers a national accreditation program, and provides educational programs. ACA is a multidisciplinary organization representing all facets corrections and criminal justice, including federal, state, and military correctional facilities and prisons, county jails and detention centers, probation/parole agencies, and community corrections/halfway houses.

Primary Function

ACA assists all individuals and groups that share in the common goal of improving the justice system with professional development, training, committees and programs. The CCP program provides a national, voluntary method for corrections personnel to achieve the highest level of professionalism in their field and increase their knowledge and credibility.

ACA Address

The Certification Program
c/o American Correctional Association
4380 Forbes Boulevard
Lanham, MD 20706-4322
Phone: (301) 918-1876 or (301) 918-1914
Fax: (301) 918-1926

Website: www.aca.org
E-mail: bobl@aca.org or jenniferb@aca.org

Certification Criteria

Description

The CCP examination is available in four categories.

- Certified Corrections Executive (CCE)
- Certified Corrections Manager (CCM)
- Certified Corrections Supervisor (CCS)
- Certified Corrections Officer (CCO)

In addition, there are specialty area examinations available for staff who work with juvenile corrections and security threat groups. In 2006, a CCP examination will be added for nurses.

Criteria

The criteria for certification is dependent upon the applicant's current position, highest education degree earned, job experience of at least one year, and a favorable recommendation from the applicant's immediate supervisor.

The certification category an applicant qualifies for is dependent upon the same criteria.

Application process

A CCP candidate must submit the following materials to ACA:

- Completed Application for Certification
- Notarized Certification Declaration Form
- Examination Application Form
- Table of organization showing the applicant's current position
- Detailed position description containing duties and responsibilities
- Copy of the highest academic degree attained
- Resume
- Examination fee

After ACA has received a complete application package a review process begins to determine if the applicant is qualified to take the examination and in what category. The candidate will then receive notification from ACA and an examination number. Once the individual has been accepted as a CCP candidate, that person has two years to complete the examination. If the examination has not been successfully completed within that period, the person must reapply to the CCP program.

Application forms can be downloaded from the ACA website (www.aca.org). They can also be requested by contacting Bob Levinson or Jennifer Bechtel at the contact information provided above.

Completed application packets should be returned to:

The Certification Program
c/o American Correctional Association
4380 Forbes Boulevard
Lanham, MD 20706-4322

Caution to Applicants on Deadlines

Application packets must be received by ACA at least fifteen days before the selected testing date.

Program Materials and Assistance

Materials

ACA does not supply a study guide or endorse a preparatory course. However, study resources/books are available for purchase from ACA. The CCP examination questions are derived directly from these books. While purchasing these books is not mandatory, it will assist the candidates in passing the examination.

Assistance	Designated ACA employees will address questions concerning the CCP program. Bob Levinson, Ph.D. can be reached at (301) 918-1876 or at bobl@aca.org and Jennifer Bechtel, M.S. can be reached at (301) 918-1914 or at jenniferb@aca.org .
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Administration

Examination format	Each examination is composed of 200 multiple-choice questions. Questions will include, but are not limited to, information about general corrections matters as well as questions about issues related to the individual's specific position. Candidates are given a maximum of four hours to complete the examination.
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Examination locations and dates	<p>The CCP examination can be administered in one of three venues:</p> <ul style="list-style-type: none"> • First, a candidate can attend one of ACA's two annual conferences and take the examination there. Typically, a conference is held each year in January and August. • Second, the individual can gather fifteen candidates that want to take the examination on the same date, at the same place, at the same time and a proctor will be sent to administer the examination. • Finally, ACA has an agreement with LaserGrade, LP, an independent testing center, to administer the CCP examinations. LaserGrade, LP has over 1,000 testing centers worldwide. For more information about LaserGrade, visit their website at www.lasergrade.com. • In addition assuming the CCP program receives approval from DANTES; the CCP examination can be administered at DANTES testing centers under specific circumstances approved by the ACA. If the candidate is able to take the examination in one of the three preferred methods described above, they are expected to take the examination there rather than at a DANTES testing center.
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Fees

Fees Application fees vary according to examination level and ACA membership.

	ACA member	Non-ACA member
Certified Corrections Executive (CCE)	\$260	\$325
Certified Corrections Manager (CCM)	\$235	\$295
Certified Corrections Supervisor (CCS)	\$180	\$225
Certified Corrections Officer (CCO)	\$140	\$175

Payment Form The CCP examination fee can be paid in one of three ways.

- personal check
- credit card
- purchasing order

Scoring

Passing Determination A candidate must receive a score of 75 percent or higher to pass the examination and attain CCP status. The results of the examination are typically returned to the candidate within two weeks. If a candidate fails the examination, they may retake it as many times as necessary within the two year period which starts when they are accepted as a CCP candidate. There is an additional fee each time a person takes a re-examination.

Refunds

Missed Scheduled Administration If the examinee **does not** take the examination on the specified date, they will not receive a refunded expect in rare circumstances. The applicant can reschedule to take the examination on a different date with an additional fee if ACA was not notified prior to the original testing date.

Refunds Fees **will not** be refunded or credited.

Certification Maintenance

Requirements Once an individual becomes a CCP, they remain in that status for a three year period. After three years the CCP must become recertified. Recertification is achieved by earning a specified number of Continuing Education (CE) Contact Hours. CE hours can be earned through training, workshops, programs, conferences, and relevant college courses. The number of CE hours required depends on the individual's CCP category. In addition to earning CE hours, the payment of a fee is also required for recertification.

	# of CE hours required for re-certification	ACA member fee	Non-ACA member fee
CCE	100	\$176	\$220
CCM	80	\$160	\$200
CCS	60	\$112	\$140
CCO	40	\$80	\$100

Problems

Problems If applications, descriptive information, examinations, examination scores, or certification are not received in a timely manner, inquire directly to ACA, **NOT** to DANTES.

Web Pages

**DANTES Web
Address**

Access the DANTES web pages at <http://www.dantes.doded.mil>.

**ACA Web
Address**

The ACA web site is <http://www.aca.org/>.

**DANTES
E-mail**

The DANTES Certification Program E-mail address is
certprog@voled.doded.mil.

ACA E-mail

The e-mails for the CCP contacts at ACA are bobl@aca.org and
jenniferb@aca.org.